

GREEN BUSINESS CHECKLIST

OUTSIDE, WE....

- ☐ Sweep sidewalks daily.....Y N
- ☐ Pick up curbs and parking areas daily.....Y N
- ☐ Remove windblown trash from fences/borders daily.....Y N
- ☐ Keep adequate trash containers near our loading and receiving areas.....Y N
- ☐ Keep our dumpsters & bulk containers closed and covered from rain.....Y N
- ☐ Keep our dumpsters and loading areas free of blown and dropped litter.....Y N
- ☐ Provide or contract for enough trash removal service to keep overloading to a minimum.....Y N
- ☐ Break down boxes, recycle and reduce waste.....Y N
- ☐ Assure that company trucks are securely covered to prevent spillage.....Y N
- ☐ Provide recycling receptacles in high traffic areas.....Y N
- ☐ Keep bright, clean attractive litter bags in all our vehicles.....Y N
- ☐ Do seasonal landscaping and decorating.....Y N

The simple steps above enhance the image and attractiveness of your sales area. They communicate a "We Care!" attitude and can reduce rodent and insect problems. We urge you to invite nearby businesses, landlords, tenants, suppliers and customers to work with you!

INSIDE, WE....

- ☐ Have a written, posted and monitored schedule of our routine maintenance tasks.....Y N
- ☐ Provide recyclables receptacles in high traffic areas.....Y N
- ☐ Offer numerous convenient and conspicuous trash receptacles for our customers, employees and vendors.....Y N
- ☐ Service receptacles regularly and clean them as needed.....Y N
- ☐ Include non-work areas such as hallways, storage areas and bathrooms on our cleanup schedule.....Y N
- ☐ Minimize sales and shipping packaging to reduce unnecessary waste and throw-away litter.....Y N
- ☐ Seek to recycle all convenience disposables.....Y N

These operations measures demonstrate pride and professionalism. They lessen workplace hazards, encourage employee conscientious and quality orientation, make customers more comfortable (about staying, returning and buying), and encourage customers and vendors to cooperate.

WE REINFORCE BY....

- ☐ Apprise new and regular employees of City and State recycling and waste management litter laws.....Y N
- ☐ Encourage employees to promptly place trash in receptacles.....Y N
- ☐ Assign specific employees to handle recycling segregation and maintenance tasks and give them the training, tools and supervision to do a good job each time, every time.....Y N
- ☐ Post and monitor maintenance tasks and schedules checklists.....Y N
- ☐ Encourage immediate cleanups of all littering as it happens.....Y N
- ☐ Positively and aggressively recognizing and award pro-clean anti-litter behavior and habits.....Y N
- ☐ Keeping positive, informative reminders to cleanup and to not litter in all areas including non-working, packaging and publications areas.....Y N
- ☐ Reminding employees regularly to use tarps, load securing devices and litter bags on a regular basis.....Y N

These action steps remind employees to "honor their workplace." They will also instill customer and vendor respect for your establishment, involve employees in a "clean business" campaign and on-going ethic, improve employee morale, and build pride in your business and your neighborhood.

Contact Operation Green Team for a "green" audit 532-5326.